



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

SENIOR DATA ENTRY OPERATOR

PN# 110427

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker*

M – F, 7:30 a.m. – 4:30 p.m.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Acts as lead worker entering data from various source documents to provide information necessary for the processing of specific legal and administrative reports, forms, certificates, and data. Monitors input to ensure compliance with production schedules. Enters data through electronic keyboard to record or verify a variety of complex or encoded data with a high level of speed and accuracy. Sorts, files and prepares various reports, documents and other supplements correspondence. Performs conversion of data from original documents and coded forms into formatted input for electronic data processing equipment. May be responsible for key verification of the work of other data entry operators and may be involved in training lower level operators and assisting in scheduling and monitoring work flow.

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WORKING CONDITIONS

Work consists of fairly standard procedures and tasks where simple analytical ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

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MINIMUM EDUCATIONAL REQUIREMENTS

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment. Must pass a City administered typing test.

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MINIMUM EXPERIENCE REQUIREMENTS

Two years of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

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MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to persons with knowledge of City of Houston’s GIMS and IMS

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SELECTION/SKILLS TESTS REQUIRED

Must pass a City of Houston administered typing test.

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SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 12

\$789 - \$1,102 Biweekly \$20,514 – 28,652 Annually

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OPENING DATE

May 10, 2006

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CLOSING DATE

May 23, 2006

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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